

# Rutherford County Schools Property Transfer Form

To: Ted Lindsey, Inventory Control Supervisor

From: \_\_\_\_\_

Re: School Transfer of Equipment

Date: \_\_\_\_\_

Asset #	Description/Make/Model	Serial #	Transferred to which school?

*By signing below you acknowledge that the above property will be taken off inventory records from the transferring school and placed on the inventory records for the receiving school.*

**Transferring School**

**Receiving School**

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Principal's Signature

*Please submit this form to the Inventory Control Office once both parties have agreed and signed. You may fax this form to our office at (615) 904-7526. If you have any questions please call 890-7207.*